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ABSTRACT

This manual specifies the criteria for all STAR (Students Taking Action for Recognition) events available to Future Homemakers of America or Home Economics Related Occupations (HERO) chapters and chapter members in Washington State. The first section covers the following topics: general guidelines and requirements, adviser information, tips, participant instructions, and recognition. The following Washington STAR events are covered in the second section: the STAR chapter event (local chapters compete for recognition by developing a balanced yearly program of work); the STAR project event (local chapters develop an in-depth project making a significant impact on family, school, or community); the family communications event; the KIDS, Inc., event (individuals or teams develop a plan for a child care business); the little friends event (students develop a community service project meeting the needs of children and family); the illustrated talk event (individuals research an issue related to home economics and make a presentation); and the job interview event (students complete the steps in applying for a job in a simulated office environment). Section III outlines STAR events evaluation procedures (chapter procedures and regional and state evaluation sessions). (MN)

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ED 297142

WASHINGTON

STAR EVENTS MANUAL

Washington Association

Future Homemakers of America

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WASHINGTON

STAR EVENTS MANUAL

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INTRODUCTION

STAR Events (Students Taking Action for Recognition) are opportunities for members to demonstrate proficiency and achievement in chapter and individual projects, leadership skills and occupational preparation.

Future Homemakers of America offers programs for individual, competitive and cooperative involvement. While STAR Events focus primarily on competition, cooperation is encouraged throughout the planning and evaluation stages. Individuals and teams may share ideas, resources, insights, and skills as they prepare to demonstrate their achievement in an evaluative setting.

STAR Events encourage active student participation and emphasize the positive accomplishments of youth. The belief that all people are winners is the foundation of these events. Respect and interaction between youth and adults is fostered by establishing teams of adult/student evaluators and performance is compared to established criteria rather than other individuals.

The WASHINGTON STAR EVENTS MANUAL specifies the criteria for all STAR Events available to chapters and chapter members in Washington. There may be slight variations between the state and national guidelines for events. Participants in STAR Events at the national level will be provided additional information by the State Adviser following the State Meeting and prior to the National Leadership Meeting.

Chapter members have an opportunity to participate in the following STAR Events:

STAR CHAPTER - Local chapters compete for recognition by developing a balanced yearly program of work.

STAR PROJECT - Local chapters develop an in-depth project making a significant impact on family, school or community.

Family Communications - Individuals or teams develop an individual or community project designed to strengthen family communication and apply that communication knowledge and skills to similar situations.

Little Friends - Students work alone or in teams to develop a community service project meeting the needs of children and family.

Illustrated Talk - Individuals research an issue related to home economics and make a presentation using visuals.

Job Interview - Individuals enter a simulated office environment and go through all the steps in applying for a job.

Kids, Inc. - Individuals or teams of students enrolled in child care occupational training programs develop a plan for a child care business.

OVERVIEW

GENERAL GUIDELINES AND REQUIREMENTS

All participants must be current dues-paying members of an FHA or HERO chapter. Dues must have been received at national headquarters by March 1 in order to qualify.

Entries for all events must follow state selection procedures. If there is no opportunity to participate in an event at the state level, the State Adviser and Advisory Board Chair will establish procedures for certifying a state representative for participation at the national level.

An individual member may not participate in more than one event in any given year since events run simultaneously at the regional, state and national meetings.

Individual events are those which evaluate one member's individual performance. Team events are those which evaluate performance of several participants as one entry. Team events may have up to three participants on a team.

Participants must complete all specific criteria and guidelines for each event as noted in the WASHINGTON STAR EVENTS MANUAL.

Four year high schools or junior/senior highs may have one (1) entry in a junior event category and one (1) entry in a senior event category where applicable in individual events.

All individual and team participants who receive a three (3) star rating are eligible to represent their region at the state level in STAR Events.

ADVISER INFORMATION

Advisers are key to the success of STAR Events. Even though there are specific guidelines for the implementation and management of STAR Events at both the state and national level, the adviser has a major responsibility for preparing students to participate in events of their choice.

It is the role of the adviser to maintain an environment which encourages cooperation and individual growth while recognizing group and individual achievement.

Checklist of adviser responsibilities:

_____ provide preparatory activities, related to STAR Events, within the regular classroom curriculum.

_____ provide time for students to plan, research and discuss STAR Events projects within the curriculum as well as the chapter meetings.

_____ inform students of current state guidelines for each event.

_____ develop a plan for selecting STAR Events participants from each FHA/HERO chapter, including:

- fulfillment of eligibility requirements
- payment of state and national dues prior to March 1
- selection of alternates
- financing of travel to regional, state and national events

_____ train evaluation teams involved in selection of chapter representatives in each STAR Event.

_____ submit the names of STAR Events participants and membership verification to the Regional Adviser no later than the deadline date, March 1 (postmark).

_____ inform STAR Events participants of the regional, state and national meeting schedule.

TIPS

READ all information--guidelines and criteria--very carefully. If there are any questions call the state adviser.

The following tips are offered as clarification:

- Due dates may be "postmarked" or "received". If "received" it means the item must be in the office by the proper date--therefore, allow at least ten (10) days for mail.

- Participants must attend the orientation session at the regional and state level in order to be evaluated--therefore, plan sufficient travel time.

- In all issues requiring an eligibility decision--the regional adviser and/or regional consultant are the final authority at the regional level and the state adviser and/or advisory board chair are the final authority at the state level. Concerns regarding eligibility decisions may be presented in writing to the advisory board for future clarification of the guidelines.

- Recommended appropriate dress for public presentation is defined as:

  Women - dresses or skirts (knee length)
  simple jewelry

  Men - shirts (tucked in)
  ties

- The intent of the guidelines is to limit the amount of material in manuals and prepared written documents, therefore:

  all written material should be typed on white paper (not reduced in size)

  page limits should be carefully noted and followed ("two pages" means no more than two pages)

  more than one piece of paper (one side) should not be attached to manual pages EXCEPT, that programs such as those from meetings may be included.

- "Manila folders" should be standard office style filing folders generally buff in color with no decoration.

- Team assignment to junior or senior level entry will be determined by the highest grade level (example: team has an 8th, 9th and 10th grader; therefore, a senior entry).

PARTICIPANT INSTRUCTIONS

1. Read the guidelines carefully. All criteria for project development and evaluation are described. Evaluation procedures may vary at the regional, state and national levels. Such variations will be clearly noted for each event.

2. Check all schedules and dates. You will need to be available for the regional evaluation (in March) and the STAR Events sessions at the state meeting.

   You will receive information about the regional and state sessions through your local chapter adviser.

3. The regional and state meeting schedule will include time for STAR Event orientation and evaluation. To be involved in the STAR Events you must attend the orientation session. During the orientation session, the State Adviser/STAR Events Coordinator will:

   - review the general schedule for all STAR Events
   - review the participant's responsibilities
   - describe the evaluation procedure.

4. Each STAR Event will have its own specific time schedule and sequence of activities. Read through the event rules for this information. Some general procedures are:

   You should appear at the designated room five minutes prior to your participation time.

   The evaluators may ask you questions after your performance or after scoring.

   Evaluators will take a few minutes to finish scoring your rating sheet and will talk among themselves about your performance. Please move to the side or back of the room during this time.

   Evaluators will discuss your performance with you for approximately five minutes.

   Spectators are allowed to observe during portions of events. The number of specators will be determined by room size and setup. Talking and gesturing from the specators will not be permitted.

5. No supplies will be available at the evaluation sites. Be sure to bring whatever you need. Where applicable, tables and easels will be provided.

6. Following the Regional Evaluation and the STAR Events Recognition Session at State meeting, you will be given the Evaluation Team rating sheets so you can examine in detail your strengths and areas needing improvement.

RECOGNITION

Every participant in STAR Events will be recognized at the Spring Regional Meeting or the Recognition Session of State Meeting.

Students participating in STAR Events either as an individual or as a team member will receive certificates at the regional level and medals at the state level to recognize their achievement. Because each person is evaluated against a standard set of criteria, there is no limit to the number of awards given in each event.

Evaluation team members will also be recognized for their unique and essential contribution to the STAR Events program.

EVENTS

STAR CHAPTER

Chapter Program of Work Event

STAR CHAPTER, a team event, recognizes chapters for developing outstanding and well-balanced programs of work.

Eligibility

1. Each chapter may submit one entry in this event.
2. Participation is open to any FHA chapter, HERO chapter or FHA/HERO combined chapter.
3. A chapter entered in this event cannot enter in the STAR PROJECT Chapter In-Depth event.

Criteria for Evaluation

Participants will be evaluated on:

the program of work developed and carried out during the school year preceding the National Leadership Meeting

a presentation about the chapter program of work including verbal and written summaries and a manual.

Guidelines

1. The chapter's program of work shall span one year starting July 1 and ending June 30 of the year preceding the National Leadership Meeting.
2. The program of work must be the design and effort of chapter members.
3. A balanced chapter program of work is one which--

   allows students to develop leadership, management, communication, and personal skills by planning, conducting and evaluating the following:

   -- membership campaigns
   -- public relations activities
   -- state and national activities and projects (related to State Program of Work)
   -- leadership activities
   -- chapter management of finances
   -- community service activities
   -- meetings (chapter, district, state, cluster, national)
   -- recognition activities
   -- ceremonies
   -- cooperative, competitive and individualized activities

is planned using Future Homemakers of America's planning process

increases public awareness of Future Homemakers of America

reflects the purposes of Future Homemakers of America

has clearly defined goals

4. The presentation of the chapter program of work shall consist of:

   a five-to-ten minute oral summary of the program of work

   a visual exhibit to support the oral summary

5. The manual shall contain not more than one title page, one table of contents, five divider pages and 30 content pages (one side of the page only with no attached pages) and a copy of the chapter affiliation form, for a total of not more than 38 pages.

   The title page shall carry a summary paragraph (goals and accomplishments), chapter name, type of chapter (FHA, HERO or FHA/HERO), school, city, state and year.

   Divider pages shall not include content.

   The chapter affiliation form is the chapter's copy of the official national form listing affiliated members.

   The manual shall be an FHA/HERO scrapbook obtained from Balfour Supply Service. Filler pages need not be Balfour stock but must be uniform in size.

   Content pages shall present a chronology of the year's projects and activities including:

   - -- title of each activity
   - -- goal of each activity
   - -- accomplishments
   - -- resources used
   - -- evaluation statement
   - -- names of chapter members involved in their responsibilities
   - -- descriptive material about each activity. Examples: pictures, news clippings, scripts of programs or ceremonies, etc. Since pages are limited and evaluation time is short, choose items carefully. <u>Quality is more important than quantity.</u>

6. A chapter member or team (up to three members) must present the manual to the Session Coordinator during registration on the day designated for regional or state evaluation. The manual will be returned to the team prior to the oral presentation. The manual's rating, which may not be complete prior to the oral presentation, will be added to the oral rating by the evaluation team.

STAR CHAPTER Event Continued

7. A chapter member or team (up to three members) must attend the State Leadership Meeting to officially enter the state event.

8. Participants must bring all needed supplies (tapes, pins, audiovisual equipment, etc.). Requests for tables may be made through the state adviser. Wall space will not be available.

9. At the designated time, participants will present a five-to-ten minute summary of the program of work to the evaluators.

10. Visuals may be used with oral manual summaries if they contain material reproduced from or explained in the manual. Visuals requiring audiovisual equipment are not permitted.

11. Following the summary, evaluators will question participants about their chapter's program of work for five to ten minutes.

12. Evaluators will discuss the presentation among themselves, score each entry and then spend a few minutes reviewing the strengths and weaknesses with the presentors.

13. Total time required for participation in this event is approximately 30 minutes, excluding time for manual evaluation.

14. Entrants shall dress in appropriate attire for a public presentation.

Star Events

Star Chapter Rating Sheet

Name of chapter _____ City/State _____

Names of participants _____

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

Evaluation Criteria	Points Possible	Score	Comments
1. **Program of Work**			
Students planned, conducted, and evaluated the following: — membership campaigns — public relations activities — state and national projects and activities — leadership activities — chapter management of finances — community service activities — meetings (chapter, district, state, cluster, national) — recognition activities — ceremonies — cooperative, competitive and individual activities	30		
Used Future Homemakers of America's planning process	10		
Increased public awareness of the organization	10		
Reflected purposes of the organization	10		
Defined goals clearly	10		
2. **Presentation**			
Clear, organized oral presentation	10		
Effective manual	20		

Total _____

Circle Rating Achieved:

3 Star	90-100 points
2 Star	70-89 points
1 Star	up to 69 points

Verification of total score (please initial)

Evaluation Team _____
_____
_____

Session Coordinator _____

STAR PROJECT

Chapter In-Depth Project Event

STAR PROJECT, a team event, recognizes chapters conducting in-depth projects making worthwhile contributions to families, schools or communities.

Eligibility

1. Each chapter may submit one entry in this event.
2. Participation is open to any FHA chapter, HERO chapter or FHA/HERO combined chapter.
3. A chapter entered in this event cannot enter in STAR CHAPTER - Chapter Program of Work.
4. A project entered in this event may not be entered in any other STAR Event.

Criteria for Evaluation

Participants will be evaluated on:

an in-depth project conducted by their chapter during the school year preceding the National Leadership Meeting

a presentation about the project including verbal and written summaries and a manual

Guidelines

1. The in-depth project must be the work of the chapter members and completed during the school year preceding the National Leadership Meeting.
2. An in-depth chapter project is one which--

is planned using Future Homemakers of America's planning process

has clearly defined goals

increases public awareness of Future Homemakers of America

involves cooperation with other school or community groups

has a direct relationship to the home economics program

addresses one specific interest or concern of chapter members

involves chapter members in significant ways

3. The presentation of the in-depth chapter project shall consist of a:

   five-to-ten minute oral summary of the project

   visual exhibit (the manual) used to support the oral summary

4. The manual shall contain not more than one title page, one table of contents page, three divider pages and ten content pages (one side of page only with no attached pages), and a copy of the chapter affiliation form, for a maximum of 16 pages.

   The manual shall be compiled in an FHA/HERO scrapbook obtained from Balfour Supply Service. Filler pages need not be Balfour stock but must be uniform in size.

   The title page shall carry the title of the project, a summary paragraph (title, goals and accomplishments of project), type of chapter (FHA, HERO or FHA/HERO), school, city, state, and year.

   Divider pages shall not include content.

   Content pages contain descriptive materials about the in-depth project. Examples: news clippings, pictures and materials produced. Since pages are limited and evaluation time is short, choose items carefully. <u>Quality is more important than quantity.</u>

   The chapter affiliation form is the chapter's copy of the form listing affiliated members.

5. A chapter member or team (up to three members) must present the manual to the Session Consultant during registration on the day designated for regional or state evaluation. The manual will be returned to the team prior to the oral presentation. The manual's rating, which may not be complete prior to the oral presentation, will be added to the oral rating by the evaluation team.

6. A chapter member or team (up to three members) must attend the State Leadership Meeting to officially enter the state event.

7. Participants must bring all needed supplies (tapes, pins, audiovisual equipment, etc.). Requests for tables may be made through the state adviser. Wall space will not be available.

8. At the designated time, participants will present a five-to-ten minute summary of the in-depth project to the evaluators.

9. Visuals may be used with the manual summary if they contain material reproduced from or explained in the manual. Visuals requiring audiovisual equipment are not permitted.

STAR PROJECT Event Continued

10. Following the summary, evaluators will question participants about their in-depth project for five to ten minutes.

11. Evaluators will discuss the presentations among themselves, score each entry and then spend a few minutes reviewing the strengths and weaknesses with the presenters.

12. Total time required for participation in this event is approximately 30 minutes, excluding time for manual evaluation.

13. Entrants shall dress in appropriate attire for a public presentation.

Star Events

Star Project Rating Sheet

Name of chapter _____ City/State _____

Names of participants _____

Title of project _____

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

Evaluation Criteria	Points Possible	Score	Comments
1. **Project**			
Used Future Homemakers of America's planning process	10		
Defined goals clearly	10		
Increased public awareness of the organization	10		
Involved other school or community groups	10		
Involved significent number of members	10		
Related to home economics program	10		
Addressed specific interest or concern of members	10		
2. **Presentation**			
Clear, organized presentation	10		
Effective manual	20		

Total _____

Circle Rating Achieved:

3 Star	90-100 points
2 Star	70-89 points
1 Star	up to 69 points

Verification of total score (please initial)

Evaluation Team _____

_____

_____

Session Coordinator _____

FAMILY COMMUNICATIONS EVENT

Family Communications, an individual event or team event, recognizes members for developing a project designed to strengthen family communications and apply the communication knowledge and skills to other similar situations.

Event Categories

Junior: through grade 9
Senior: Grades 10-12 (includes graduating seniors)

Eligibility

1. Each chapter may submit one entry in the junior category and/or one entry in the senior category as appropriate.

2. The event category is determined by the member's grade in school during the school year preceding the National Leadership Meeting.

3. Any FHA or HERO member is eligible to participate.

Criteria for Evaluation

Participants will be evaluated on--

an individual project completed prior to the STAR Event designed to strengthen communications within the participants family or a team project completed in the school or community prior to the STAR Event designed to strengthen family communications

an interview with evaluators about the project

a presentation responding to a case study about communicating with one of the following groups: siblings, parents/guardians or other relatives.

Guidelines

1. Participants must complete a family communications project during the school year preceding the National Leadership Meeting.

2. The project must be the design and effort of the individual member or team.

3. To prepare for the project, participants should become knowledgeable about methods of strengthening communication in each of these areas--

   one-on-one communications
   resolving conflict
   communication styles

Family Communications Event Continued

4. In planning and carrying out the project, members shall--

   attempt to strengthen communication in the participants' families with one of the following: siblings, parents/guardians or other relatives.

   develop project using Future Homemakers of America's planning process (identify concerns, set goals, form a plan, act on the plan and follow-up)

   apply communication techniques learned by the participant

5. Participants shall supply three typed copies of a two-page (maximum) summary report (8½ x 11 paper) to the event Session Coordinator during registration at the regional evaluation session. Summary reports should be in a 9 x 11 3/4" manila file folder. Summary reports should include:

   rationale for project
   description of goals and activities
   step-by-step use of the planning process
   communication techniques tested
   accomplishments
   evaluation of project
   how this project affected family communications

6. Evaluators will interview participants for 5-10 minutes to discuss the project and to evaluate knowledge about communication techniques. During this time participants will share with evaluators the communication areas their project addressed.

7. Participants may use visuals (i.e., charts, posters) during the interview if the visuals were part of the "act" step (see Handbook for Youth-Centered Leadership, pages 24-29) in the planning process for this project.

8. Participants will be given a written case study to evaluate their understanding of communications with one of the groups listed below:

   siblings
   parents/guardians
   other relatives

   The case study will be one that most clearly correlates to the participant's communication project. Case studies will be provided to the Regional Consultant by the State Adviser.

9. Participants will be given 10 minutes to prepare a three-to-five (3-5) minute response to the case study. Work on the case study will be done in a separate room with no visitors allowed. Pre-written notes and materials will not be permitted.

10. Participants will have a maximum of five (5) minutes to present their views about the situation in the case study to the evaluation team. Notecards may be used. Creative presentation methods are encouraged. Evaluators may ask questions.

11. Evaluators will discuss the presentation among themselves, score each entry and then spend a few minutes reviewing the presentation with the participants. A total of 10 minutes will be allowed for the evaluation.

12. The total time required for participation in this event is approximately 40 minutes.

13. Spectators may observe the interviews; however, participants may not observe other participants who are scheduled before them. Spectators will not be permitted to observe the case study presentation.

Star Events

Family Communications Rating Sheet

Name(s) _____

City/State _____

Category: ☐ Junior ☐ Senior

Communication Area: ☐ Sibling ☐ Parents/Guardian ☐ Other relative

Project: ☐ Individual ☐ Team

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

Evaluation Criteria	Points Possible	Score	Comments
1. **Communications Project**			
Gave clear project rationale	5		
Used planning process Goal clearly stated	5		
Activities appropriate for the goal	5		
Planning process used effectively	5		
Used appropriate communication techniques	10		
Showed evidence of project self-evaluation	5		
Showed evidence of impact on family communications	10		
Followed project specifications	10		
Gave clear and concise summary report	5		
2. **Interview**			
Explained project clearly	15		
3. **Case Study**			
Knowledge of communication techniques	10		
Appropriate solution	10		
Clear, organized presentation	5		

Total _____

Circle Rating Achieved:

3 Star	90-100 points
2 Star	70-89 points
1 Star	up to 69 points

Verification of total score (please initial)

Evaluation Team _____

_____

_____

Session Coordinator _____

ILLUSTRATED TALK EVENT

Illustrated Talk, an individual event, recognizes members for their ability to make a presentation about issues concerning areas of home economics.

Illustrated talks are speech presentations using props such as charts, posters, pictures, real objects or media. They are not factual lectures nor "how to" demonstrations. The intent is to present views on issues in home economics and how FHA/HERO members can address the issues.

Event Categories

Junior: through grade 9
Senior: Grades 10-12 (includes graduating seniors)

Eligibility

1. Each chapter may submit one entry in the junior category and/or one entry in the senior category as appropriate.
2. The event category is determined by the member's grade in school during the school year preceding the National Leadership Meeting.
3. Any FHA or HERO member is eligible to participate.

Criteria for Evaluation

Participants will be evaluated on:

knowledge of the subject matter and issues presented

the visual aids used in the presentation

the effectiveness of the presentation

an information packet prepared for evaluators

Guidelines

1. An illustrated talk is a five-to-ten (5-10) minute speech presentation supported by visual aids about issues affecting the quality of individual and family life or occupational preparation. The issue chosen should be one that:

   represents a concern of youth and of the participant
   reflects current social or economic issues
   can be addressed by an FHA/HERO chapter

2. The topic chosen must be an issue related to one of the areas of study in Consumer Homemaking Education or Home Economics Occupations, listed below:

   Consumer Homemaking Education

   Child development

   Family relations

   Food and nutrition

   Clothing and textiles

   Home furnishings and housing

   Consumer education and home management

   Home Economics Occupations

   Child care

   Services to the elderly

   Food service

   Clothing

   Home furnishings and equipment

   Institutional and home management

   Hospitality services

3. The presentation should--

   discuss the issue

   state how the issue relates to individual, family life or occupational preparation

   discuss how FHA/HERO members can address the issue

4. Factual lectures and "how to" demonstrations do not qualify as illustrated talks in this event.

5. Participants are required to show proof that they have presented this talk to a school or community group prior to participation in the Regional Evaluation session.

6. An entrant may use any combination of activities or visual aids with the necessary portable equipment. Suggested aids might include puppets, posters, slides, cassettes, charts, and other media.

Illustrated Talk Event Continued

7. Notes may be used during the presentation.

8. Entrants should dress in appropriate attire for a public presentation.

9. Each participant must submit three typed copies of an information packet (placed in a 9 x 11 3/4" manila file folder) to the Session Coordinator during registration at the Regional and State Evaluation session consisting of--

   a cover sheet with participant's name and topic

   an outline of the presentation

   references used (publications, books)

   date, location and proof of prior presentation of the Illustrated Talk (photo, news clippings, letter of invitation or thank you)

10. The presentation and information packet must be the work of the student.

11. All necessary aids and equipment except a table, chairs, and an easel are the responsibility of the participant. All visual aids should be easily seen by the audience and evaluators. The presentation area must be kept clean and neat at all times.

12. Participants will have five minutes to set up for the presentation. Other persons may assist.

13. At the designated time the individual will present the talk to the evaluators and audience.

14. Participants may use a watch or clock. A one-minute warning will be given after nine minutes. At the end of 10 minutes, participants will be asked to stop.

15. The evaluators will ask questions to:

   clarify any points

   determine knowledge of the subject matter

16. The evaluators will discuss the presentation among themselves, score each entry and then spend a few minutes reviewing the strengths and weaknesses with the presentors.

17. Participant and helpers will remove the equipment.

18. The total time required for this event is approximately 30 minutes.

Star Events

Illustrated Talk Rating Sheet

Name _____ City/State _____

Category: ☐ Junior ☐ Senior Title of talk _____

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

Evaluation Criteria	Points Possible	Score	Comments
1. **Content**			
Relationship of issue to individual, family life or occupational preparation	10		
Subject knowledge	20		
How FHA/HERO members can address issue	10		
2. **Visual Aids**			
Visibility to audience	5		
Effective/educational	5		
Complementary/suitable	5		
3. **Presentation**			
Introduction	10		
Pitch/tempo/volume	10		
Gestures/mannerisms	5		
Grammar/pronunciation	10		
Summary	5		
4. **Information Packet**			
Information complete	5		

Total _____

Circle Rating Achieved:

3 Star 90-100 points
2 Star 70-89 points
1 Star up to 69 points

Verification of total score (please initial)

Evaluation Team _____
_____
_____

Session Coordinator _____

II: 16 11/87

KIDS, INC. EVENT

KIDS, Inc., an individual event, or team event, recognizes members for their ability to use their knowledge of occupational child care skills and knowledge in developing a plan for a child care business.

Eligibility

1. Participants must have been enrolled in an occupational child care program in grades 10-12 during the school year preceding the National Leadership Meeting. Students enrolled in exploratory child development courses in consumer homemaking are not eligible.

2. Each HERO chapter may submit one entry in this event.

3. Notice of intent to enter this event at the state meeting must be given to the state adviser by March 1.

Criteria for Evaluation

Participants will be evaluated on--

a business plan developed according to prescribed format

presentation of the plan to evaluators

Guidelines

1. Participants shall develop a written plan supported by necessary documentation for establishing a child care business including those items on the business plan guide.

2. The business must provide services for children in any age group through age 12. Participants must show evidence of skill mastery in:

   management of child care facility
   program and activity planning
   evaluation of a child's progress and developmental needs

3. All materials submitted must be the work of the participant.

4. The entrant must attend the State Leadership Meeting to officially enter the event.

5. Each participant shall submit three typed copies of a portfolio to the Session Coordinator consisting of--

   cover sheet with student's name and name of business
   two-page abstract of the business plan
   Business Plan Guide (see pages 21-22)
   business plan

6. At the state meeting, participants will have five minutes to set up. They will then make a ten-minute verbal presentation of the plan to evaluators. Audiovisuals may be used in the presentation.

7. The presentation will be followed by a ten-minute interview by the evaluators to determine the participant's knowledge of the proposed business.

8. Evaluators will discuss the presentation among themselves, score each entry and then spend a few minutes reviewing the strengths and weaknesses with the presenter(s).

9. The total time required for participation in this event is approximately 30 minutes.

Kids, Inc.

Business Plan Guide

Name _____ City/State _____

Name of business _____ Age group served _____

This guide identifies categories that must be incorporated into the plan for a child care business. Beneath each category are examples of items that must be considered in the development of the plan. List all resources used to develop each category within the plan. Resources may include reference books, visits to the city, county, and/or state offices, interviews, etc.

Items to Be Researched and Developed	Resources Used
1. **Description of Business**	
Services	
Hours of operation	
Philosophy statement	
Population served (demographics)	
Business feasibility	
Community survey data	
2. **Facility**	
Space	
Description	
Utilities	
3. **Organizational Chart**	
Position	
Tasks	
4. **Funding for Business**	
Methods/sources	
Fee structure/income	
5. **Forms/Records**	
Financial	
Personnel	
Children	
6. **Budget**	
Income	
Expenditures	
Financial procedures	
Taxes	
7. **Staffing**	
Hiring procedures	
Salaries and benefits	
Policies and procedures	
Evaluations	

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Items to Be Researched and Developed	Resources Used

8. **Laws, Regulations, Codes**

   Health
   Fire
   Insurance
   Zoning
   Local, county, state codes

9. **Programs and Activities**

   Children's programs and activities
   Food and nutrition
   Parental involvement
   Special events
   Emergency procedures
   Transportation
   Cooperative community agencies

10. **Supplies and Equipment**

    Suppliers
    Inventory
    Maintenance and repairs
    Replacement

11. **Advertising/Recruitment**

    Advertising plan
    Plan for recruiting children
    Sample ads

Star Events

Kids, Inc. Rating Sheet

Name(s) _____

City/State _____ Name of business _____

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

Evaluation Criteria	Points Possible	Score	Comments
1. **Business Plan** Evidence of mastery of occupational child care skills: — child care center management — activity and program planning — evaluation of children's progress and needs	20		
Thoroughness of plan	5		
Creativity of plan	5		
Sound business practices used	10		
Specifications followed: — description of business — facility — organizational chart — funding for business — forms/records — budget — staffing — laws, regulations, codes — programs and activities — supplies and equipment — advertising/recruitment	35		
Adequate resources identified in Business Plan Guide	5		
2. **Presentation** Knowledge of establishing a child care business	10		
Business portfolio well organized	5		
Presentation clear, organized	5		

Total _____

Circle Rating Achieved:

3 Star	90-100 points
2 Star	70-89 points
1 Star	up to 69 points

Verification of total score (please initial)

Evaluation Team _____

_____

_____

Session Coordinator _____

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LITTLE FRIENDS EVENT

Little Friends, an individual or team event, recognizes members for their ability to apply their knowledge of child development in planning and carrying out a community service project.

Eligibility

1. Each chapter may submit one entry in this event.
2. Participants must have taken a course or unit of study in exploratory child development in a consumer homemaking or occupational child care training program.
3. Any FHA or HERO member is eligible to participate.

Criteria for Evaluation

Participants will be evaluated on:

the development of a community service project using knowledge of child development

a presentation made to evaluators about the project using a display

Guidelines

1. Participants will plan and conduct a community service project with a focus on child development during the school year preceding the National Leadership Meeting.
2. The project must be the design and effort of the students.
3. A community service project will--

   survey the community to determine needed services;

   be developed using Future Homemakers of America's planning process (identify concerns, set goals, form a plan, act on the plan, and follow-up);

   address a community need of children and their families not being met in another way;

   provide a unique service that has a positive impact on children;

   involve community groups that can assist with the project;

   increase public awareness of child development issues.

Little Friends Event Continued

4. Up to three members may present a team project. A visual table-top display should be prepared in advance of the STAR Event. A display (consisting of photos, slides, videotapes or other support media) will be used to support the information included in the summary. All materials used on the display must be self-explanatory. Each display must include a 3" x 5" card listing the chapter name, school, city, state, year and title of project. The display will not exceed 2½' deep by 4' wide by 4' high.

5. Participants will supply three typed copies (8½" x 11" paper in a 9" x 11 3/4" manila folder) of a two-page summary report to the event lead consultant at the orientation session that includes--

   rationale for the project

   description of goals and activities

   how planning process was used

   description of population served by project

   identification of community groups cooperatively involved in project

   information obtained from community survey

   methods used to inform public of project

   evaluation of project

   how this project benefitted children and their families

6. Participants will have 30 minutes to set up their project displays at a time and in a space designated by the Session Coordinator. Only designated participants may set up the presentation. Others are not allowed in the area during set-up time.

7. At the designated time, the individual or team will present a 10-minute summary of the project to the evaluators. The presentation of the community service project will consist of a 10-minute oral summary including the information in the project summary and reference to the display.

8. Following the summary, evaluators will question students about their project for 5 to 10 minutes.

9. Evaluators will score each entry, discuss each one in private, then spend a few minutes reviewing the strengths and weaknesses with the participants.

Little Friends Event Continued

10. Participants must bring all supplies (tape, pins, audiovisual equipment, etc.) to be used in setting up the display. Requests for tables may be made through the regional adviser. Wall space will not be available.

11. The total time required for participation is approximately 60 minutes.

12. Following the evaluation period, all visual displays used to support the presentation will be available for public viewing, if space and time permits. Students must assume responsibility for the safety of all visual materials. Students may stay with visual displays during the public viewing hours or they may attend other activities.

Star Events

Little Friends Rating Sheet

Name(s) _____

City/State _____ Title of project _____

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

Evaluation Criteria	Points Possible	Score	Comments
1. **Community Service Project**			
Evidence of application of knowledge of child development	20		
Uniqueness of service	10		
Activities made impact on community	10		
Increased public awareness of child development issues	5		
Met a community need for child care not being met in another way	5		
Specifications followed: — project rationale — descripton of goals and activities — planning process used — description of group served — community groups involved — community survey completed — public informed of project — evaluated project — children and families benefited from project	30		
2. **Presentation**			
Clear, organized presentation	10		
Well organized written summary	5		
Effective visual display	5		

Total _____

Circle Rating Achieved:

3 Star	90-100 points
2 Star	70-89 points
1 Star	up to 69 points

Verification of total score (please initial)

Evaluation Team _____

_____

_____

Session Coordinator _____

JOB INTERVIEW EVENT

Job Interview, an individual event, recognizes members who satisfactorily complete a job application form, participate in an interview and communicate a personal understanding of and ability to perform home economics job requirements.

Event Categories

Junior: through grade 9
Senior Consumer Homemaking: grades 10-12 (includes graduating seniors)
Senior Occupational: grades 10-12 (includes graduating seniors)

Eligibility

1. Each chapter may submit one entry in the junior category, one entry in the senior consumer homemaking category, and one entry in the senior occupational category as appropriate.

2. The event category is determined by the member's grade in school during the school year preceding the National Leadership Meeting.

3. Any FHA or HERO member is eligible to participate.

Criteria for Evaluation

Participants will be evaluated on:

an interview for a home economics related job conducted by event evaluators

an information folder including a resume prepared prior to the STAR Event

an application form and follow-up letter completed during the STAR Event

Guidelines

1. Participants will apply for a job requiring a home economics background (example: child care, food service, community and home service, fabric and textile apparel). All positions should be ones for which the student is presently qualified. Participants are to use factual information throughout the application process and interview.

2. Jobs appropriate for each category are--

   Junior--any job using home economics skills, generally at an entry level (example: babysitting)

Job Interview Event Continued

Senior Consumer Homemaking--any job using home economics skills that do not require intensive occupational training at the high school level (example: selling fabrics)

Senior Occupational--any job using skills learned in home economics occupational training programs at the high school level (example: food service worker, child care aide)

3. The following information is to be prepared in advance. All information must be typed. Submit three copies (on 8½" x 11" paper in a 9" x 11 3/4" manila file folder) to the event lead consultant at the orientation session:

   Job specification sheet: name of firm, firm size, job title, short job description, hours, wages typically offered for this job

   Resume

   Letter of application: addressed to firm indicated on job specification sheet

   Two letters of recommendation: one from a school official, counselor or teacher; one from an employer or other source

4. All materials, other than letters of recommendation, must be the work of the student.

5. At the STAR Event, participants must complete an application form in the prescence of a receptionist. Resources such as a copy of the resume, dictionary and reference cards may be used in completing the application. The application form will ask for the following information:

   personal information--name, address, social security number

   education--name and address of schools attended, dates of attendance, extracurricular activities

   former employment--dates of employment, names and addresses of employers, salary, reason for leaving

   references--those people listed in the information folder

   information about the job desired, including salary expected

6. All application forms must be completed in ink; entrants must provide their own pens. Approximately 30 minutes will be allowed. The time and location of this activity will be announced at the orientation session. Failure to appear will result in disqualification. Spectators are not allowed during this session.

7. Participants should dress in appropriate attire for an interview.

8. Participants will check in with the receptionist on the day of the event 10 minutes prior to the assigned time. The receptionist will introduce the participant to the evaluators and give them the application and information folder.

9. The evaluators will conduct a 10-minute interview. Sample questions are listed below; however, evaluators may ask other questions.

   What preparation have you had for this job?

   What would you like most about this job?

   In what extracurricular activities are you presently involved?

   What do you want to be doing five years from now?

   Do you like to work with other people or would you rather work alone?

   What skills do you possess that will make you successful in this job?

   Why do you want this job?

   What do you consider to be your greatest strengths?

10. The evaluators will discuss the interview among themselves, then spend a few minutes discussing strengths and weaknesses with the participant.

11. After the interview, the participant will have 15 minutes to compose an interview follow-up letter in the presence of the receptionist. The entrant may not use notes. The letter must be written in ink. Paper will be provided but participants must provide their own pens. The letter should include--

    appreciation for the interview

    further information not stated during the interview, if any

    whether or not the participant is still interested in the job

12. Participants may not observe interviews of other participants who come before them. Due to the numbers involved in this event and room setup, spectators are not allowed.

13. The total time required for this event is approximately 30 minutes for the application form process and 40 minutes for the interview and follow-up.

Job Interview Rating Sheet

Name _____ City/State _____

Category ☐ Junior ☐ Senior Consumer Homemaking ☐ Senior Occupational

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

Evaluation Criteria	Points Possible	Score	Comments
1. **Interview**			
Appropriate interview attire	5		
Neatly groomed, good posture	5		
Friendly, poised personality	15		
Job knowledge	15		
Job qualifications	5		
2. **Information Folder**			
Job specification sheet complete	5		
Resume complete and appropriate	10		
Well-written letter of application	5		
Appropriate letters of recommendation	5		
Presented neatly and professionally	10		
3. **Application Form and Follow-Up Letter**			
Application form complete	10		
Appropriate, business-like letter	5		
Neatness, legibility, grammar	5		

Total _____

Circle Rating Achieved:

3 Star	90-100 points
2 Star	70-89 points
1 Star	up to 69 points

Verification of total score (please initial)

Evaluation Team _____

_____

_____

Session Coordinator _____

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STAR EVENTS

EVALUATION PROCEDURES

EVALUATION PROCEDURES

The local chapter holds the responsibility for selecting its representatives for each STAR Event.

EVENT INFORMATION

Event	No. of Entries Per Chapter	Individual Events		Team Events
Star Project	one			
or				
Star Chapter	one			
Family Communications				
Junior	one	X	or	X
Senior	one	X	or	X
Illustrated Talk				
Junior	one	X		
Senior	one	X		
Job Interview				
Junior	one	X		
Senior Consumer Homemaking	one	X		
Senior Occupational	one	X		
Kids, Inc. (HERO)	one	X	or	X
Little Friends	one	X	or	X

Every attempt should be made to maximize student participation and involvement; encourage cooperation and team work among members and focus on the growth of all students rather than the final achievement of a few.

CHAPTER RESPONSIBILITIES

Select an Evaluation Committee (may include both STAR Events and POWER OF ONE) to:

- Review project plans, offer comments and suggestions
- Check participant eligibility
- Score written materials using the evaluative criteria prior to oral presentations
- Tally class or chapter evaluations of oral presentations and add to score sheets

Listen to oral presentations as applicable to the event. Each member complete an individual evaluation. In groups of 3-5 share individual evaluations and reach a group consensus as to which student should be the representative in each event. Summarize specific suggestions and comments for the participant.

Select chapter event participants following chapter review of group evaluations.

Chapter Adviser Responsibilities

Provide class time in appropriate program sequence for students to develop and practice skills necessary for STAR Events including:

- group process skills
- oral, written and visual communication skills
- planning and organizing ideas and materials
- evaluation using a criteria
- specific content, i.e., family communication and critical issues related to homes and community

Establish a class and chapter environment of support, interaction, sharing, and cooperation.

Assist students in evaluating personal skills as an event participant and as an event support team member.

Submit event participants names to Regional Adviser prior to March 1 deadline.

Clarify STAR Event guidelines, criteria and timelines for all chapter members.

REGIONAL AND STATE EVALUATION SESSION

Regional evaluation of STAR Events provides chapters and individuals with the opportunity to practice leadership skills as well as demonstrate individual growth and achievement.

Evaluation teams will score projects and presentations using the criteria and rating sheet for each event located in the WASHINGTON STAR EVENTS MANUAL.

Evaluation Teams

An evaluation team of one (1) adult and two (2) student members will score written materials and hear oral presentations.

Each region will need seven (7) to ten (10) evaluation teams depending upon the number of entries in each event as reported to the Regional Adviser by March 1.

Three different schools should be represented on each team of three (3).

Student team members shall be from chapters within the region.

Adult team members may be chapter advisers, school administrators, alumni, advisory board members, or teachers of schools within the region.

It is the responsibility of the Regional Adviser and Regional Officers, with the assistance of local advisers, to secure the adults and students necessary to form the evaluation teams.

Regional Adviser and Regional Consultant Responsibilities

Set site, date and time of Regional Evaluation session in cooperation with regions' State Officers.

Arrange for separate meeting space for each event.

Plan and implement the orientation session for teams and participants.

Act as Session Coordinators for Regional Evaluation, including:

Assigning evaluation team membership

Provision of rating sheets to evaluation teams

Checking score totals, comments and suggestions

Return of rating sheets to participants following completion of evaluation session

Maintenance of a master tally of all participants' scores and submission of certified tally to the State Adviser within one week of Regional Evaluation session.

State Officers' Responsibilities

Work with Regional Consultant and Regional Adviser to set date, time and site of Regional Evaluation session.

Assist in coordination and implementation of Regional Evaluation session. Officers may be event participants, evaluation team members, timers, or consultants to event participants as determined by the Regional Adviser.